## 2018 OPEN ENROLLMENT BENXCEL LOGIN INFORMATION

- 1. Enter your user information:
  - a. **USER ID:** First letter of first name, full last name, entire DOB
    - i. **EX**: Judy Smith-Doe DOB:01/25/1973
    - ii. **USER ID:** *jsmithdoe01251973*
  - b. **PASSWORD:** Full Last name, first letter of first name, last four of Social Security Number (SSN)
    - i. **EX**: Judy Smith-Doe SSN: 123-45-6789
    - ii. **PASSWORD**: *smithdoej6789*
- 2. For Company Name Type: County of San Luis Obispo
- 3. Click the Sign In button to enter the system
- 4. Follow the system prompts to review the benefit options and begin making elections
- 5. Note: A confirmation statement will appear when the enrollment is complete. Please save or print for your records

\*\*If you do not have a BenXcel User Account, are unable to create a username, or have forgotten your username and/or password, you must call BCC at 1.800.685.6100 for assistance.\*\*